



## Open Form management

You can choose how you view all the forms that you currently have open. You can see the options available by clicking on the **Window** menu at the top of your screen.

### Switching between open records

- At the end of this drop down you can see what records you have open. The record that you are currently looking at is denoted by a tick.

#### Tile vertically

- This option places the records into rows

#### Tile horizontally

- This option places the records into columns:

#### Cascade

- This option stacks the records one behind the other displaying the name

### Closing down open records

- F9 - Closes all records except the one you are currently using. You are prompted to save any records that have unsaved changes.
- F10 - Quickly closes down all records before you log out of IQX. You are prompted to save any records that have unsaved changes.

**\*\*Caution: You should ensure that you have closed all records before you log out of IQX.\*\***

### Function keys

The features assigned to the function keys are:

<b>F1</b>	Opens Help for the current form.
<b>F2</b>	To make a Contact Event with the currently selected Person.
<b>F3</b>	To make a Diary Appointment with the currently selected Person.
<b>F4</b>	Opens the Desktop - a quick way for individual consultants to get at the things with which they are currently dealing - Diary, Progress, Contact Events and Current Vacancies.
<b>F5</b>	Opens the Company Selector to add a Vacancy, find existing Companies and Company People by name and to add new Companies.
<b>F6</b>	Opens the Person Selector to find existing People or to add new People.
<b>F7</b>	Opens the Vacancy Selector to find existing Vacancies and work on them.
<b>F8</b>	Opens the Temps Desk to find existing Temp Slots or to add new Temp Slots.
<b>F9</b>	Closes All Windows except the current one.
<b>F10</b>	Closes All Windows.
<b>F12</b>	To make a Diary Reminder - can be with a currently selected Person.



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